



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

DEC , 1 1993

PERSONNEL MANAGEMENT LETTER NO. 93-18 (311) (920)

SUBJECT: Documentation for Key Position Requests

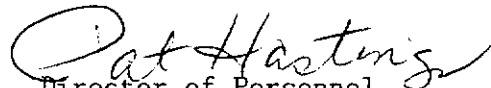
This Personnel Management Letter establishes information and documentation requirements to support key position actions forwarded for prior Departmental approval. Each approval request should include the following:

1. The selection certificate and the SF-171 for the person selected.
2. A written summary of qualifications (i.e., work experience, education) for all candidates referred.
3. For applicants who failed to make the certificate and who are female, disabled, and/or minority (American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic):
 - "cutoff" point for best qualified candidates;
 - panel rating and ranking of applicant;
points assigned to applicant; and
 - written rationale addressing each applicant's rating on KSA's.
4. A summary of the recruitment and staffing process, which includes the names, titles and ethnic backgrounds of panel members. (The composition of the selection panel should be reflective of the workforce diversity goals, i.e., representation of females, disabled and minorities.)

INQUIRIES: Nate Drown, Division of Staffing, Classification
and Executive Resources Management, Telephone
(202) 208-4231, Room 5023, Mail Stop 5203

- 5 For cases involving SES appointments, address the status of SES Candidate Development Program graduates (female, disabled and/or minority).

Other documentation relevant to the selection process should be maintained in bureau files in a manner to allow easy retrieval upon request.


Director of Personnel